



## **REQUEST FOR PROPOSALS**

**RFP 14-04**

### **2014 Detention Pond Inspections**

## **REQUEST FOR PROPOSALS (RFP) 14-04 2014 DETENTION POND INSPECTIONS**

Sealed Proposals for Purchasing **RFP 14-04 2014 Detention Pond Inspections** will be received by the City of Brookhaven, hereinafter called "City." Hereinafter within this RFP, the term "Detention Ponds" also refers to lakes within the City of Brookhaven. Service providers whose proposals meet the criteria established in the Request for Proposals, at the sole discretion of the City, may be considered for Contract award. The City may, by direct negotiation, finalize terms with the service provider who is selected for award based on proposals. The City reserves the right to reject any or all responses for any reason. Clarification of information may be requested by the City.

The City, at its sole discretion, may short-list firms that are deemed to best meet the City's requirements, taking into consideration all criteria listed in the RFP. The City may, at its sole discretion, ask for formal presentations from all of the responsive and responsible proposers, or only from those firms that are short-listed, if short-listing is determined to be in the best interest of the City. Negotiations will be conducted and may take place in person or via telephone with the most qualified firm as identified by the City or, if short-listing occurs, with all of the short-listed proposers. Proposers that participate in the negotiations may be given an opportunity to submit their best and final offers. The City of Brookhaven requires pricing to remain firm for the duration of the contract. Failure to hold firm pricing for the duration of the contract will be sufficient cause for the City to declare a proposal non-responsive.

An optional **Pre-Bid Conference will be held at 9:00 a.m. June 10, 2014** at the City of Brookhaven, 4362 Peachtree Rd, First Floor Meeting Room, Brookhaven, GA 30319. The conference will include a review of the Bid Documents, and a question and answer period. Bidders are expected to be familiar with the Bid Documents and to provide the City with any questions regarding the Bid Documents at the Pre-Bid conference or by the deadline for questions to be submitted.

After the pre-bid conference, **questions regarding proposals should be directed to [purchasing@Brookhavenga.gov](mailto:purchasing@Brookhavenga.gov) no later than 2:00 p.m. June 12, 2014.** Proposals are legal and binding when submitted.

A technical proposal must be submitted in a sealed envelope which shall be clearly marked RFP 14-04. Three (3) printed and signed copies, and of the **technical proposals shall be submitted no later than 2:00 p.m. June 25, 2014.** Proposals will not be submitted by facsimile or e-mail. At which time noted, all proposals received will **NOT** be publicly opened and read. Any proposal received after the time and date specified for the opening of the proposals will not be considered, but will be returned unopened.

Proposal must be addressed as follows:

Purchasing Department  
City of Brookhaven  
4362 Peachtree Road  
Brookhaven, GA 30319

No Proposal may be withdrawn for a period of sixty (60) days after the time and date scheduled (or subsequently rescheduled) for proposal opening.

The City's staff will review all proposals submitted. After reviewing the proposals, staff may, at its discretion, request formal presentations from one or more of the proposers (at proposer's expense at the City's site) whose proposals appear to best meet the City's requirements.

The proposer awarded the Contract must provide proof of liability insurance in the amount of one million dollars (\$1,000,000.00), along with any other required insurance coverage and evidence of business or occupational license, as outlined in the Proposal Documents.

The City reserves the right to waive any informalities or irregularities of proposals, to request clarification or information submitted in any proposal, to request additional information from any proposer, or to reject any or all proposals, and to re-advertise for proposals. The City also reserves the right to extend the date or time scheduled for the opening of proposals.

Award, if made, will be to the responsible and responsive proposer submitting the proposal which is deemed by the City, in the sole discretion, to be the most advantageous to the City, price and other factors being considered.

To ensure the proper and fair evaluation of proposals, the City highly discourages any communication initiated by a proposer or its agent to an employee of the City evaluating or considering the proposal during the period of time following the issuance of the RFP, the opening of proposals and prior to the time a decision has been made with respect to the Contract award. An appropriate Purchasing employee of the City may initiate communication with a proposer in order to obtain information or clarification needed to develop a proper and accurate evaluation of the proposal. Any communication initiated by proposer during evaluation should be submitted in writing and delivered to the City of Brookhaven, Purchasing Office, 4362 Peachtree Road, Brookhaven, Georgia 30319, or by e-mail to [purchasing@Brookhavenga.gov](mailto:purchasing@Brookhavenga.gov). Unauthorized communication by the proposer may disqualify the proposer from consideration.

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- Attachment 1 - Stormwater System Detention Pond Map
- Attachment 2 - Detention Pond Inspection Map
- Attachment 3 - BMP E-3 Detention Pond Inspection Report

## **PART ONE - BACKGROUND**

- 1.1 The City of Brookhaven is required by their Phase II MS4 Permit through the Georgia EPD to inspect 20% of the detention ponds within the City limits annually. This Request for Proposal is for the services required for this inspection. Inspections shall be in accordance with the latest version of the Georgia Stormwater Management Manual (GSMM) and adherence to the contract documents resulting from this RFP.

## **PART TWO - SCOPE OF SERVICES**

- 2.1 The inspections will consist of using the GSWMM Inspection Form and at least two dated photos per site. Completed inspection forms shall be provided in electronic format and will be included with the City's Annual MS4 Report to the EPD.
- 2.2 A list of 248 detention ponds, 22 retention ponds, 70 underground storage ponds, and 8 lakes of varying storage volumes is included in the inspection requirements. This RFP and your fee estimate shall be based on the inspection of 20% of the ponds per calendar year. In the event that difficulty is encountered with any of the ponds or lakes, an alternative pond within the same basin shall be inspected and an explanation of the difficulty encountered shall be provided. Upon request, Brookhaven's GIS department will provide the successful consultant with maps including sufficient detail to locate the detention ponds.
- 2.3 In addition to the inspections, the consultant shall prepare cost estimates for necessary pond repairs and/or maintenance. The repair/maintenance estimates shall be based on per unit pricing and historical invoicing provided by the City of Brookhaven. Cost estimates should be based on the specific deficiencies and approximate quantities encountered at each location. The final repair/maintenance estimate deliverable will include itemized cost and be provided to City of Brookhaven in Microsoft Excel and PDF Formats.

## **PART THREE - PROPOSAL FORMAT**

- 3.1 The Proposal shall be professional letter format identifying the Scope of Service, and exclusions.
- 3.2 All fees shall be **LUMP SUM** and include all labor, material, equipment, and direct expenses. No allowances for reimbursable expenses such as mileage, printing, deliveries and etc.
- 3.3 Each proposer shall document its staff, experience and qualifications by identifying the project manager and key technical team members and their roles on the project.
- 3.4 Each proposer may, but is not required to, include references, qualifications, resumes and any other materials deemed necessary but not provided otherwise (such as promotional literature, white papers, etc.)

## **PART FOUR - EVALUATION OF PROPOSALS**

The City's staff will review all proposals submitted. After reviewing the proposals, staff may, at its discretion, invite to interview and demonstrate performance (at proposer's expense at the City's site) one or more of the proposers whose proposals appear to best meet the City's requirements. The purpose of such an interview would be for all proposers to elaborate upon their proposal before a recommendation for ranking of the proposals is made. Interview responses, and performance, along with the written proposal and samples (if any), will become part of proposer's submission to be evaluated pursuant to the evaluation criteria. The City reserves the right to short-list proposers for further consideration.

- 4.1 The City, in its discretion, may award the Contract to the responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the City, price and other factors being considered. The following are the evaluation criteria the City will consider in determining which proposal is most advantageous to the City:

- 4.1.1 Project Understanding and Approach: Describe the consultant's understanding of the proposed project as described in the Request for Proposals. Demonstrate an understanding of the magnitude of the task, the constraints and the desired outcomes for the project.
- 4.1.2 Scope of Work: Include sufficient detail to determine how each task shall be accomplished. The work plan will describe how the consultant proposes to complete the project. The work plan must be sufficiently detailed for staff to determine the effectiveness of the proposal and should spell out how this work can be performed in a cost effective manner.
- 4.1.3 Schedule: Include a schedule for timely completion of the scope of work. Include information on the amount of time for each task.
- 4.1.4 Project Personnel: Provide information on personnel to be assigned to this project. Personnel should have experience from similar projects and in fields necessary to complete this proposed work.
- 4.1.5 Similar Experience: List and describe your firm's projects worked on in the past five years that best match the scope and design of this project. Identify unique constraints or challenges associated with those projects and how you addressed those in order to deliver a successful project. The City may request samples of comparable work during the proposal review process.
- 4.1.6 Pricing: After consideration of the above criteria, the value of each proposal will be compared against the other qualified proposals. The City is more interested in obtaining proposals that provide good value, demonstrate an understanding of the city's needs and provide a scope that meets or exceeds the requirements of this RFP than proposals that have scopes tailored to fit within the stated budget
- 4.2 The evaluation criteria do not have any specific predetermined relative weight, nor will a weighing scale be developed at a later date. The consideration of individual criterion is merely a tool to assist the City in determining which Proposal is most advantageous, as a whole, to the City, price and other factors being considered. The relative advantages of a Proposer's responses with respect to one criterion may outweigh shortcomings of that Proposer's responses in one or more other criterion, depending on the relative disparities in the qualities of the responses in each criterion and the relative importance of certain criteria to each other, as determined in the exclusive discretion of the City.

## **PART FIVE - CONTRACT**

- 5.1 A Standard City of Brookhaven Contract will be used for this service and will be provided to the selected service vendor.